

Commonwealth of Virginia Private Security Services Advisory Board

July 18, 2002

Quarterly Meeting Minutes

Held at the Virginia State Police Training Academy, Richmond, Virginia.

At approximately 10:00 a.m. Vice Chair Mary Kay Wakefield called the meeting to order for the Private Security Services Advisory Board (PSSAB).

Attendees:

Vice Chair Mary Kay Wakefield, P. Robbie Robertson, Jr., Dennis A. VanDuzee, Deborah A. Aylward, Sean D. Creamer, Brent Fortner, Clyde Sparks and R. Stephen Martin.

Absent:

Robert Shuster and Lt. Paul Midgett.

Opening remarks:

Vice Chair Wakefield thanked the Virginia State Police Training Academy for hosting the PSSAB meeting.

Vice Chair Wakefield announced that Mr. Masterson has resigned from the PSSAB due to a job opportunity not in the security industry. Ms. Wakefield acknowledged Mr. Masterson for his positive contribution as a board member and wished him success in his new endeavor.

Sergeant Canada of the Virginia State Police Training Academy introduced himself and welcomed the Private Security Services Advisory Board. He may be contacted in the staff office if he can be of any assistance.

Approval of Minutes:

Minutes for the June 11, 2002, Private Security Services Advisory Board meeting were reviewed. A motion was made by Mr. Robertson and seconded by Mr. Martin to approve the minutes. Minutes were unanimously approved.

Election of Officers:

A motion was made by Mr. Fortner and seconded by Mr. Sparks to nominate Ms. Wakefield as Chair for the PSSAB. Motion passed unanimously.

A motion was made by Mr. Robertson and seconded by Mr. Sparks to elect Ms. Wakefield as Chair for PSSAB. Motion passed unanimously.

A motion was made by Mr. Martin and seconded by Mr. Sparks to nominate Mr. Robertson as Vice Chair for the PSSAB. Motion passed unanimously.

A motion was made by Mr. Martin and seconded by Mr. Creamer to elect Mr. Robertson as Vice Chair for PSSAB. Motion passed unanimously.

Ms. Wakefield, Chair, appointed Mr. VanDuzee as secretary for PSSAB.

Ms. Wakefield, Chair, appointed Mr. Martin and Mr. Robertson as Co- Chair for the Training Committee.

Ms. Wakefield, Chair, appointed Mr. Robertson as Chair for the Fee Committee.

Ms. Wakefield, Chair, appointed Mr. Robertson and Mr. Fortner as Co-Chair for the Proprietary Security Committee.

Ms. Wakefield, Chair, appointed Ms. Aylward as Chair for the Legislative Committee.

Ms. Wakefield, Chair, appointed Mr. Martin as Chair of the Harold L McCann Memorial Award Committee.

Committee Reports:

Proprietary Security Committee Report:

Mr. Robertson stated that the Proprietary Security Committee meeting is set for August 19, 2002, at 10:00 a.m. in Richmond, Virginia.

No other committee reports were presented.

Unfinished Business:

Harold L McCann Memorial Award.

A motion was made by Mr. Martin and seconded by Mr. Robertson to accept the following proposal listed below with amendments as shown to paragraph one and items 3, 5,7 and include item 8. Motion passed unanimously.

PROPOSAL

This proposal is being submitted to the members of the Private Security Services Advisory Board as a measure to set forth guidelines for the presentation of the Harold L. McCann Memorial Award.

1. There shall be only one recipient of the award each year.
2. That a nominee for the award follow the guidelines set forth in the directions on the Nomination Form. (See Attachment # 1)
3. The Selection Committee shall consist of the current Private Security Services Advisory Board.
4. That the Selection Committee shall follow the guidelines as forth in the instructions of the letter for the Evaluator Rating in the selection of a recipient for the Harold L. McCann Memorial Award. (See Attachment #2)
5. That the current Private Security Services Advisory Board members are not eligible for the award.
6. The establishment of a committee made up of PSSAB members to study and recommend changes to the Harold L. McCann Memorial Award.
7. The DCJS will disseminate the nomination packages, select and purchase the award for the Harold L. McCann Memorial Award.
8. The Committee chair will disseminate the nominations to each board member and designate a time and place for the vote.

Attachment # 1

HAROLD L. McCANN MEMORIAL AWARD

The Harold L. McCann Memorial Award is an annual award given to an individual who has exhibited strong leadership, innovation, courage, and excellence in the private security services profession in the Commonwealth of Virginia.

Please use the nomination form as shown below in submitting a nomination for the candidate of your choosing:

2002

Harold L. McCann Memorial Award Excellence In Private Security Services

Nominee: _____

Position: _____

Nominated By: _____

Directions For Nomination Of Candidate

- A. A nominee for the Harold L. McCann Memorial Award must be a member of the private security services profession in the Commonwealth of Virginia.
- B. Qualifications to be considered and evaluated for the award are: a reputation for excellence in the private security services administration, courage of convictions, innovation, personal integrity, and leadership in the profession of private security services in the Commonwealth of Virginia.
- C. All nominations must be sent to: Steve Martin, Southwest Virginia Community College, P.O. SVCC, Richlands, VA 24641-1101. A panel consisting of members of the Private Security Services Advisory Board will evaluate and select an individual for the award. The award will be presented at the 2002 DCJS Private Security Services Management and Training Conference in October at Virginia Beach.
- D. Using this form as a cover page, please prepare a brief background statement, 1-2 pages, on the nominee and a narrative of the reasons for the nomination. The deadline for the nomination is August 26, 2002. Any nominations received after this date will not be reviewed for consideration as a candidate. Any questions should be directed to Steve Martin at 540-964-7204.

Attachment # 2

ADMINISTRATION OF JUSTICE DEPARTMENT
POLICE SCIENCE DIVISION
Security Training Center
phone#: 276-964-7204 **fax#:** 276-964-7554
e-mail: steve.martin@sw.vccs.edu

September 2, 2002

NOTE:

Enclosed are _____ nominations for the Harold L. McCann Memorial Award. Enclosed is an evaluator rating form listing the seven criteria that must be utilized to objectively evaluate the number of points assigned to each criterion. Please evaluate each nominee to arrive at the total points as soon as possible. Point system is from 1 – 5. Return your evaluation forms to me no later than Friday, September 13, 2002, so that I will have time to have the award made for presentation at the 2002 Training Conference at Virginia Beach.

Thank you for your time and effort in this nomination process. All results will be held confidential until the award is presented at the training conference.

Respectfully,

Steve Martin,
Chairperson

Return Address:

Steve Martin D-106
Administration of Justice Department
Southwest Virginia Community College
P.O. Box SVCC
Richlands, VA 24641-1101

Name of Nominee: _____ Evaluator: _____

**Harold L. McCann Memorial Award for Excellence in
Private Security Services**

Innovation of Programs and Services _____

Leadership and Administration of Security Organization _____

National and/or State Impact _____

Obstacles Overcome _____

Courage of Action _____

Results of Efforts _____

Developing Professionalism within Organization Including External
Relationships _____

POINTS: 1 – 5

TOTAL POINTS: _____

DCJS Report:

Report from Mr. Leon Baker, Section Chief for Private Security Services:

- Mr. Leon Baker stated that DCJS would be pursuing increased fees for fingerprint applications from \$41 to \$50 through the process of the emergency regulations.

Public Comment:

None.

New Business:

Ms. Aylward suggested that the department look into disseminating information electronically to the board.

Next PSSAB meeting

Ms. Wakefield stated that the next meeting would be held in mid September 2002 to review and elect the individual for the Harold L. McCann Memorial Award. The PSSAB will also have a meeting at the PSS conference on October 8, 2002 at 9:00 a.m. in Virginia Beach, Virginia.

Announcements:

None.

Adjournment:

With no further business, Mr. Robertson made a motion to adjourn and Ms. Aylward seconded it. Unanimously approved.

Public Attendees:

George Hardecourt

Chris DiMartino